

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Administrative Assistant position. This is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [\[click here\]](#). The annual salary for this position is up to \$45,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

Review of applications will begin immediately. **The deadline to apply is October 10, 2023.**

[Apply Online](#)

POSITION:	Administrative Assistant
DIVISION:	Business Development (Oklahoma Film & Music Office)
JOB LOCATION:	Oklahoma City
SALARY:	\$45,000
JOB NUMBER:	J-799

SUMMARY

Under the general direction, serve as a first point of contact for the Oklahoma Film and Music Office (OF+MO) and assist with the day-to-day administrative needs, including clerical support, response to staff requests, maintaining calendar, delivering messages & tracking communication. Assist OF+MO Team Leader and staff with travel preparations/planning and team purchasing needs. This position serves both film and music administrative needs.

EXAMPLES OF WORKED PERFORMED:

- Serve as a first point of contact for the OF+MO; answer telephone & respond to email queries; transfer calls within the team and provide written messages in a timely fashion; keep an accurate and complete call log.
- Provides clerical support to the OF+MO Team Leader and staff with real-time scheduling support by booking appointments and preventing conflicts; schedule and confirm meetings for the division; ensure that space is ready at appointed time; make and

confirm reservations for off-site meetings; ask if directions are needed and provide directions as required; check with meeting host before meeting to determine what materials will be required and prepare all materials in advance of the meeting; track meeting schedules and send reminders to participants; attend meetings as requested by Director and provide minutes in a timely fashion.

- Screens individuals contacting the OF+MO Team Leader and determines priority and disposition of inquiries; solves problems and consults with leadership on unresolved issues.
- Assist with purchasing duties for the division; creating requisitions; payment of invoices
- Prepare reports, memos, letters, travel itineraries, and other documents for the staff.
- Assist with travel preparations for the division.
- Help organize and maintain the office common area and perform general office clerk duties and errands when needed/necessary.
- Assist with events when needed/necessary, including attending industry meetings, presentations, and support at various OF+MO partnerships.
- Opening, sorting, and distributing correspondence for OF+MO.
- Researching and gathering data to prepare documents/items for review and presentation to OF+MO Team Leader.
- May be asked to travel both in-state and out-of-state for various events on occasion.
- Communicate with clients in a professional, timely manner using strong customer service skills.
- Handle sensitive or confidential information with honesty and integrity.
- Assist with maintenance of Reel-Scout film and music directories, including reviewing/approving all new and modified listings, communicating with registrants, and additional related support.
- Manage and maintain OF+MO Spotify playlists.
- Work with Division Director to engage statewide music festivals and assist with film and music sponsorships/events as needed.
- Research, prepare, and write press releases, e-blasts, and additional marketing/newsletter content related to OF+MO music sponsorships/events as needed in a timely manner.
- Research and prepare film and music career and business features for monthly newsletters throughout the year in a timely manner.
- Assist or prepare presentations and pitches for prospective clients and/or businesses as needed.
- Performing other duties as assigned.

KNOWLEDGE AND SKILLS:

- Excellent written and verbal communication skills
- Excellent organizational skills
- Ability to handle multiple projects simultaneously and work under pressure
- Ability to flourish with minimal guidance, be proactive and handle uncertainty
- Proficient in Microsoft Office and relevant software
- Ability to work in a team environment

EDUCATION AND EXPERIENCE:

Bachelor's degree in business management, marketing is preferred, and experience as an office assistant or an equivalent combination of education and experience in a related field.

SPECIAL REQUIREMENTS: Must be able to work flexible hours when required, including some weekend work. This position may be approved to telework up to two days per week. Prefer candidates with proven experience as a team member in a busy office or production environment.

AA/EOE